

Since the last CC meeting

- **Two revisions (1.0 and 1.1)**
 - 1.1 distributed to collaboration
 - *strictly following the procedures in the charter, which extended the process*
 - Still open for vote
 - *More needed to reach 2/3 quorum*
- **Major changes**
 - The language of “good standing” has been completely removed
 - Full privileges in ePIC now focuses on “**authorship**” as the main goal
 - *Individuals with full privileges are “authors”*
 - *Institutions whose members can be authors have “signing status”*
 - 0.2 FTE per author reduced to 0.15
 - *Further exceptions allowable upon request to eMC*
 - Document has been reorganized to improve navigation towards sections on institutions and individuals
- **Updated policy summary is available in the extra slides**

Next steps

- **Adoption**
 - **Implementation**
 - Fully populated collaboration database
 - *Ongoing collaboration between BNL (EIC group & SDCC) and ePIC*
 - Distribution of statements of service to institutes
 - *Requires timely feedback from CC members to eMC*
 - **Statements of service have three primary parts**
 - List of team members
 - Documentation of work done from previous year
 - Expectations/goals for coming year
- } Two iterations of same list

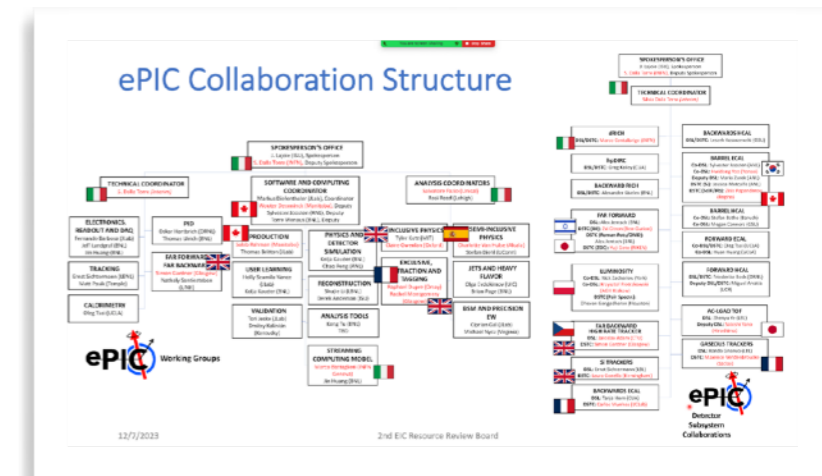
List of team members

- **List required annually**
 - Input for phonebook - group composition must be up to date
 - Crucial for tracking work done by individuals
- **Information needed**
 - Full name
 - ORCID
 - *We consider this a requirement for integration into membership systems*
 - *Only available mechanism we are aware of to track name changes (DEI priority)*
 - Position from a fixed list
 - *Enrolled PhD*
 - *Post-doc*
 - *Physicist, Academic staff*
 - *Physicist, Research staff (for laboratories, INFN, IN2P3, etc.)*
 - *Engineer*
 - *Technician*
 - *Undergrad? "Other-type" student?*
 - Approximate expected FTE contribution to ePIC

Service tasks

	A	B	C	D	E	F	G
1	Institution	Name (autogenerated)	ORCID (pulled via name)	Activity area (ePIC)	Task (autogenerated?)	Planned FTE	Actual FTE
2	IT INFN Bologna	Antonioli, Pietro	0000-0001-7516-3726	DSC dRICH	DSL	0.1	
3	IT INFN Bologna	Antonioli, Pietro	0000-0001-7516-3726	CC PID	Software	0.1	
4	USA BNL	Steinberg, Peter	0000-0002-5349-8370	DSC LFHCal	Simulations	0.1	

- **Ultimately, requires development of an eMC database with web interface, tracking tools, etc.**
 - Lower priority for the moment
- **For first round, statements of service will be distributed as Excel spreadsheets**
 - The difficulty then becomes making sure the fields are filled out in a way that enables combining them
- **Name/ORCID must correspond to names in the ePIC phonebook**
 - The official list will be provided for CC members, to avoid errors
- **Activity area (AA) must be official names from ePIC org chart**
 - Teams from computing, WGs, physics, DSC
 - An official list will be provided by eMC, in consultation with ePIC SP
- **Tasks will be provided in future by each AA**
 - For now propose “standard list” to avoid confusion
- **Each yearly review will involve two copies of this list**
 - Past year, in which “planned FTE” is updated with “actual FTE”
 - Coming year, in which “planned FTE” are provided with the updated team list



- DSL
- DDSL
- Local group administration
- CC member
- Committee member
- Sensor characterization
- Electronics
- DAQ
- Simulation
- Reconstruction
- Physics performance
- Cooling
- Mechanics
- Services
- Active material studies (TB, lab)
- Misc.

Review of eMC timeline

From Argonne meeting

Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025
ANL meeting	Policy approval		TDR completion		Group reviews		
	Group commitment →						

**We ARE
HERE**

- **We are closing in on a functioning membership policy**
 - Thanks to eMC and ePIC for the support and helpful discussions and feedback
- **All current ePIC groups are promoted to signing institutions upon adoption**
 - We are almost there!
- **Distribution of statements of service for the coming year**
 - Expected to go out by August 31
 - To be returned by CC members by October 31
- **First review by next summer**

Acknowledgements

- **Thank you to our hardworking committee!**
 - Pietro Antonioli, vice-chair
 - Friederike Bock
 - Helen Caines
 - Douglas Higinbotham
 - Bedanga Mohanty
 - Silvia Niccolai
 - Marzia Rosati
 - Peter Steinberg, chair
- **Thanks to ePIC leadership and the CC for the support and advice throughout this process**

Extra slides

What is the membership policy

- **This policy defines the process, immediately following admission to the ePIC Collaboration, in which an institution and its members establish and maintain the status of “author” (ePIC Charter v1.0, section 4.3).**
 - “Authorship” is a precondition for eligibility in leadership positions, talks, etc.
 - Individual authorship also requires that one’s institution have “signing status”
 - These terms have replaced “good standing” for both individuals and institutions
- **Institutional signing status requires the annual collection and review of information about an institution’s members and their contributions to ePIC.**
 - This information will typically be utilized to ensure continuation of signing status for the institution.
 - When exceptions arise, the ePIC Membership Committee will provide relevant information to the ePIC Collaboration Council for subsequent deliberations.
- **Individual authorship is envisioned by the charter as a “one-time” separate process requiring an identifiable contribution of ePIC service work in addition from each individual (ePIC Charter v1.0, section 4.5).**
 - In the current stage of the experiment, this is reduced to a more generic contribution to the experiment.
 - However, the Collaboration should expect the policy to evolve to something more substantive in the future.
- **This policy is intended to be revised as the ePIC Collaboration evolves, and the current version should be reviewed and updated no later than March 2026**
 - We wanted something to trigger a full review in two years, to avoid the situation being static

Statement of Service (SoS)

- **Continued authorship in the ePIC Collaboration requires membership in a signing institution and inclusion in an annual institutional “statement of service”.**
- **The annual statement of service (provided by an institution’s CC member[s]) is intended to**
 - reflect institutional commitments for the coming year,
 - document contributions to ePIC carried out during the previous year.
- **It is expected that the majority of institutions will maintain signing status, once obtained, while they are active members of ePIC.**
 - We expect this process to be light and easy, and only trigger action in exceptional cases
- **The statement of service is required to include:**
 - A list of all institution members: name, current position, and commitment to ePIC in units of full-time equivalent (FTE) per year and whether they need individual good standing
 - Association of each member to specific activity areas, a brief comment and FTE declaration for each member’s contributions to their specific activity area(s) since the last statement of service submission
 - A brief comment and FTE estimate for each member’s plans to contribute to their specific activity area(s) over the next year.
- **“Activity areas” are any officially approved activity within the Collaboration**
 - detector, computing, physics, or other WGs
 - We envision that group administration supporting ePIC work will also be included
- **ePIC expects sustained contributions to an activity area over several years, but these plans can evolve and this will be reflected in new statements of service**

Initial membership

- **Upon ePIC formation, all groups were given good standing pending a first review.**
 - Approval of this policy will trigger the solicitation of institutional statements of service and subsequent review.
 - This process is expected to be completed within one year following the approval meeting.
 - The key ask here is **“when you join, tell ePIC what you want to do.”**
- **New groups will be admitted as a member institute, but without signing status**
 - An institution will obtain good standing based on an initial review of its proposed institutional commitment, typically after 6 months
 - After this, they follow the normal annual ePIC review process

Maintenance of signing status

- **Maintaining signing status for an institution will require substantial contributions to ePIC**
 - service work towards detector development, physics studies, computing infrastructure, or other Collaboration work.
- **In the current policy, the total contributed work from an institute must equal or exceed 0.15 FTE (averaged over a year) per author**
 - If an institution's commitments, e.g. to teaching, preclude satisfying this requirement, exceptions can be made upon request to the eMC or to the ePIC management
- **Some members of any particular group may not need to become members in good standing, e.g. undergraduate students or technical staff.**
 - Those contributions are credited toward the total FTE for an institution while not increasing the number of members in good standing.
 - In principle, they can still be authors on papers to which they have contributed (but this is the domain of the publication policy)

Annual reviews of institutions

- **Starting in 2025, one year after the expected approval of this policy, the eMC will organize annual reviews of institutional statements of service**
 - These reflect contributions over the previous year and the work planned for the upcoming year.
 - The eMC is responsible for signing off on the statement of service, with help from individual “activity coordinators” both to assess individual contributions from the previous year, and plans for the coming year.
- **If the outcome of an annual review leads the eMC to conclude that an institute’s good standing could be suspended, policy defines the process**
 - The eMC will discuss the situation with the relevant CC member(s).
 - Ideally, modest changes in the group’s commitments to ePIC (and competing non-ePIC efforts) can be made to bring the group’s commitments in line with their available workforce.
- **Institutions also have substantial responsibilities to the ePIC Collaboration through their institutional CC representative(s), e.g. attendance at CC meetings and voting in CC elections.**
 - To emphasize the importance of this work, suspension of an institutes’ CC vote (as outlined in ePIC Charter v1.0, section 5.3, based on lack of participation) can serve as the basis for an institution to have its signing status suspended.
 - Translation: please come to ePIC CC meetings and vote!

Obtaining individual good standing

- **Individuals become members of ePIC upon being registered with the Collaboration by their institutional CC representative.**
 - Each member thus has the rights of membership without authorship (as stated in the ePIC Charter v1.0, Section 4.4)
- **Upon approval of this membership policy, all current members of ePIC will be given good standing.**
- **Collaborators joining after that date can obtain authorship upon completion of an initial period of membership that contributes to the success of the ePIC Collaboration**
 - This initial period of membership is expected to be at least 6 months of engaged participation and contribution to ePIC, but shorter durations can be envisioned during the early phases of the experiment.
 - At the end of the 6 month period (or earlier), the institutional CC representative(s) should ask the eMC to review the individual's contributions and their plans for the upcoming year, in consultation with the appropriate activity coordinators.
 - The approval of the eMC is then sufficient to allow the individual to become an author
- **Authorship status will usually carry forward without incident, if an individual remains at a signing institution**
 - However, it should be noted that violation of the ePIC code of conduct, or other potential violations as identified by the DEI committee, could lead to suspension of individual authorship status, or even membership (see DEI policy for details)

Leaving ePIC

- **It is expected that institutions will leave ePIC at some point, e.g. if the primary faculty moves institutions or changes their research plans**
 - A member institution choosing to withdraw from the ePIC Collaboration must communicate their intent in writing in a timely way to the ePIC Spokesperson, eMC chair and CC chair.
- **The departing institution is expected to make its best efforts to fulfill the institutional commitments enumerated on its last submitted annual statement of service.**
- **In order to allow for the completion of ongoing scientific work, institutional signing status is maintained for one year after it has notified its intention to withdraw from the Collaboration.**
 - Similarly, individual authorship is extended to all of the group's members who were authors at the time of the departure.
 - This allows the institution and its members to remain on scientific and technical papers released during this period.